



**VACANCY ANNOUNCEMENT
for
Bearer
at
Consul General's Residence, Hyderabad**

The Consul General's Residence in Hyderabad is seeking an individual for the position of Bearer.

OPEN TO: All interested candidates

POSITION: Bearer*

OPENING DATE: August 17, 2016

CLOSING DATE: August 30, 2016

SALARY: Starting salary will be determined on the basis of qualifications and experience.

NOTE: *The hired employee will be paid by and work under contract with the Principal Employer. S/he will not be an employee of the United States Government.

The CG's Residence at the U.S. Consulate General, Hyderabad is seeking an individual for the position of Bearer.

Only applicants who are selected for the interview will be contacted.

BASIC FUNCTION OF POSITION

- Serves meals and drinks to guests at the Consul General Residence. Cleans up after events at the CGR.
- Assists the cook in food shopping and preparation. Ensures receipts and change are given to the CGR Manager.

- Thoroughly cleans the CGR, including staff quarters. Cleaning includes but is not limited to dusting, vacuuming, mopping floors, cleaning windows, washing dishes.
- Launders, irons and folds all of the clothing for the Consul General, his family members and guests. Properly hangs any clothing that cannot be folded.
- Maintains the laundry room, ensuring it is clean and well maintained. Ensures the washer and dryer are in good working condition and notifies the CGR Manager when repairs are required.

QUALIFICATIONS REQUIRED

1. Minimum two years of related experience.
2. Good working knowledge (read/write/speak) in English.

TO APPLY

Interested applicants for this position should submit the following:

1. A current resume or curriculum vitae that provides the below information.
2. Any other documentation (e.g., certificates, awards) that addresses the qualification requirements of the position as listed above.

The resume or curriculum vitae must include the below information.

- A. Position Title
- B. Vacancy Announcement Number
- C. Date of Birth
- D. Place of Birth
- E. Citizenship
- F. First, Middle, & Last Names as well as any other names used
- G. Current Address and phone numbers
- H. If foreign national, eligibility to work in India (work/residency permits should be attached)
- I. List any relatives or members of your household that work for the U.S.
Government (include their Name, Relationship, & Agency, Position, Location)

J. Education
K. License, Skills, Training, Membership, & Recognition
L. Language Skills
M. Work Experience
N. Notice Period to current employer
O. References

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
FAX: 4033-8301

or

E-mail: Hyderabadvacancies@State.gov

Please insert "Application for Bearer, CG Residence" in the Subject of the e-mail for electronic submission; or on the envelope, in case of print copy submission. Applications without the above mentioned position title will not be accepted.

All applications for the Subject announcement must be received in the Human Resources Office by close of business August 30, 2016

Approved by: MO: JSegraves